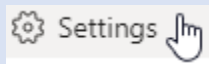


## Weekly Tech Tip: How to set audio and video capture devices in MS Teams

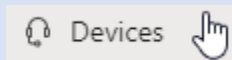
To set which microphone and camera you would prefer Teams to use, up at the top right of Teams, left click the circle that has your initials.



Left click on 'Settings'



Located to the left hand side, left click on 'Devices'



For 'Speaker', 'Microphone', and 'Camera', if you have more than one of any of them, please select the device you would prefer to use during calls via left clicking the dropdown arrow as show below:



To see additional tech tips, or download this week's tech tip, visit

[ENMU ITS Weekly Tech Tips](#)

If you need any assistance or have questions, please contact the Help Desk  
via Teams by clicking [Here](#)

via phone at: **575-562-4357**

via email at: [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu)

–ENMU Portales ITS Technical Trainer